



Online Application User's Guide Employee Self Service

Before You Begin

If you are a first time user, you will need to create your Employee Self Service account before you create your online application. To create your account, go to: www.humanresources.vermont.gov/employee_self_service.

Getting Started

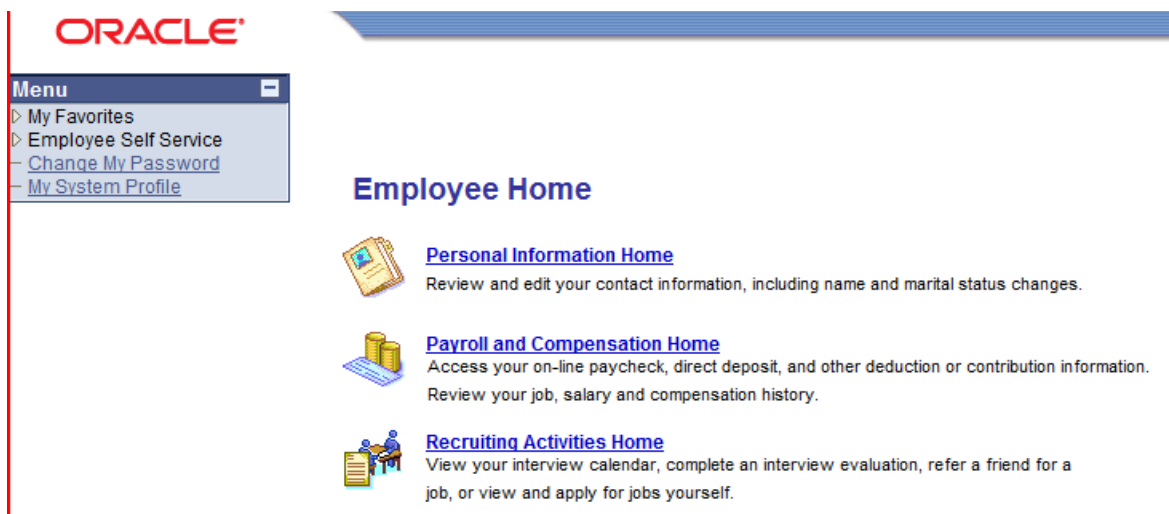
- We recommend that you use Internet Explorer as your browser as this is most compatible with our online system. To protect the security of your data, the system will log you out after 20 minutes of inactivity.
- You must allow "pop-ups" on your toolbars (including the Google toolbar) when using the online job application.
- Do not use your browser's "Back," "Forward," or "Refresh" buttons when using this website as this may cause unwarranted results including losing saved information. Instead, use the navigation buttons within the website.
- The system does not allow you to save data on every page – you must get to the final screen and click on **Submit** for the application to be saved. We recommend that you create your application before you apply for a specific job. Have your education and employment history organized and at hand.
- You only need to create one application, which may be updated as needed. You will be asked to complete 11 pages as part of the application process.
- A resume may be attached as a supplement to your application. Submission of a resume attachment only will not substitute for completion of the online application pages.
- You may attach one document to your application. We recommend that you combine a cover letter and your resume into one Microsoft Word or PDF document (NOTE: Word Perfect is not compatible with our system). If you choose to attach your resume/cover letter file you must do this every time you apply for a position or update your online application. This attachment will only go to the specific job(s) that you apply for. You should only apply for one job per day if you wish to submit a resume/cover letter that is specific to the job you are applying for.
- If you choose to paste your resume within your application, you do not have to do this every time you apply as it will be saved as part of your application and will be included with every job you apply for until it is overwritten or deleted.

Creating Your Online Application

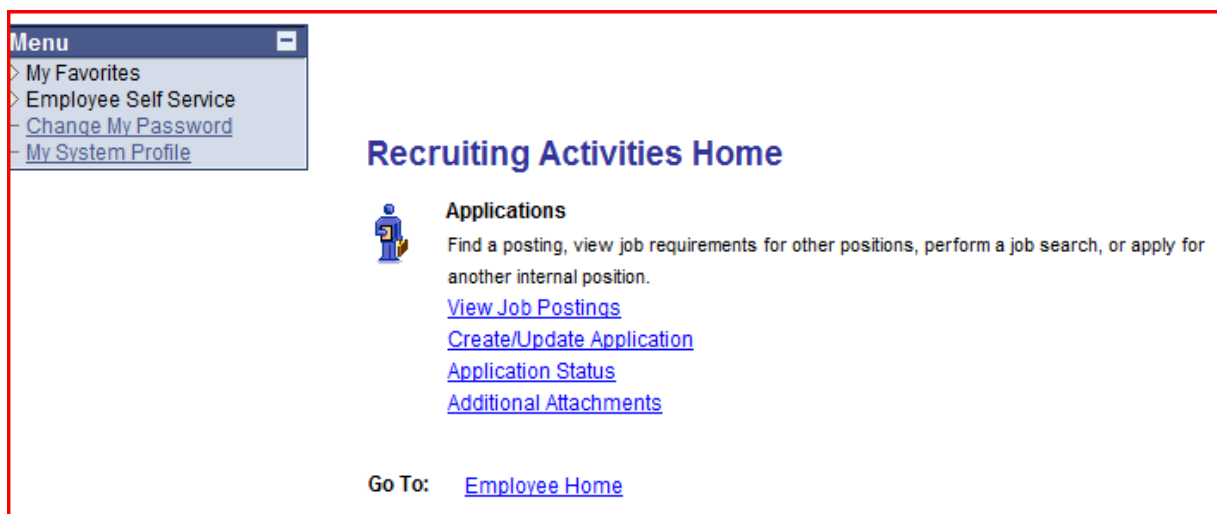
Log onto www.humanresources.vermont.gov/employee_self_service.
Select **"Sign in to Employee Self Service."**

Enter your employee id number and password.

You will be taken to the **State Employee Center** page. Select the **"View Job Postings and Apply Online"** button. On the next screen you will be asked if you are a current State employee and be taken to the State Employee Login page. You may login with the same User ID and Password you created for your Employee Self Service Account. The next page you will view is the Employee Home Page



Select **Recruiting Activities Home** and then select the **Create/Update Application** link. You are now ready to create your online Job Application.




You will be asked to complete 11 pages as part of the online application process. Your eligibility for a position will be based upon the information that you provide in these pages.

As a reminder, the system does not allow you to save data on every page – you must get to the final screen and click on **Submit** for the application to be saved. We recommend the first time you submit an application, that you enter the required information (name, address, education, etc.) and then submit the application. Once the application is saved, you may go back in and edit your application with details of your work history, etc. This will ensure that you do not lose work due to timing out issues.

When you have finished entering your information you must click on the **Submit** button for the application to be saved. You will receive an email confirmation informing you that your application has been successfully submitted.

Viewing and Applying Online for Specific Job Postings

Now you are ready to apply for a specific job. Click on the **View Job Postings** link from **Recruiting Activities Home** page. Click on the **Search** button at the top of the page which will bring up the entire list of open jobs.

View Job Postings 

To display all currently available postings, simply leave all checkboxes and fields blank and click Search to perform the search.

You can also search for postings using custom search criteria. Enter your search criteria below. You can enter multiple job categories. Once you make your selections, click Search to perform the search.

Search

Scroll down to view the job postings. You may sort the **Job Posting List** by agency, posting date, etc., by clicking on one of the underlined headings (agency, posting date, etc.).

Job Postings List							
<u>Agency</u>	<u>Posting Title</u>	<u>Job Category</u>	<u>Location</u>	<u>Reference</u>	<u>Posting Date</u>	<u>Application Deadline</u>	<u>Job Basket</u>

To apply for a position you must first add the position to your job basket by clicking on the box to the right of the job posting or at the bottom of the job announcement.

Job Postings List							
<u>Agency</u>	<u>Posting Title</u>	<u>Job Category</u>	<u>Location</u>	<u>Reference</u>	<u>Posting Date</u>	<u>Application Deadline</u>	<u>Job Basket</u>
Tax Department	Tax Examiner III	Admin. Svcs. HR & Fiscal Oper.	Montpelier	25281	12/19/2008	01/16/2009	<input checked="" type="checkbox"/>

After you select the position you want to apply for you must click on the **Apply for Jobs in Basket** link at the bottom of the screen. Your stored online application will load.



Review the information by scrolling through the pages and edit as necessary.

If no information has changed, click the **Next** button until you reach page eight which is the **Questionnaire**. These questions must be answered truthfully and completely. You may not be considered for jobs if you fail to answer all of the questions or answer them untruthfully.

The final step after you answer the **Questionnaire** is to continue to the last page of the application and then click the **Submit** button. **You will not have actually applied for any jobs until you hit the Submit button.**

You should go to **Application Status** from the **Recruiting Activities Home** page and view the status to ensure that you successfully applied to the position. This is also where you can track the status of your application.

Recruiting Activities Home



Applications
Find a posting, view job requirements for other positions, perform a job search, or apply for another internal position.

[View Job Postings](#)

[Create/Update Application](#)

[Application Status](#)

[Additional Attachments](#)

We encourage you to contact the **Help Desk at 802-828-3544** if you need technical assistance during the online application process. The Help Desk can be reached from 7:45 a.m. – 4:30 p.m.